

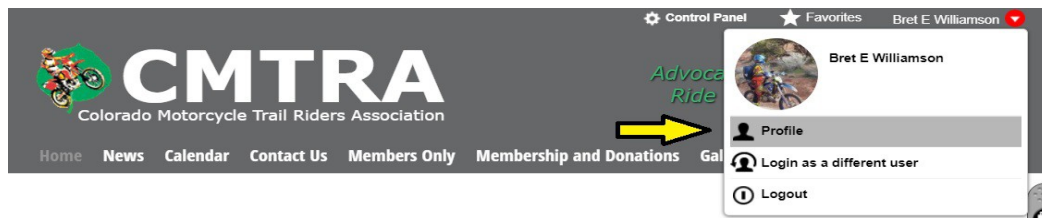
# Adding Photo Albums and Photos

## 14 Jan 2021

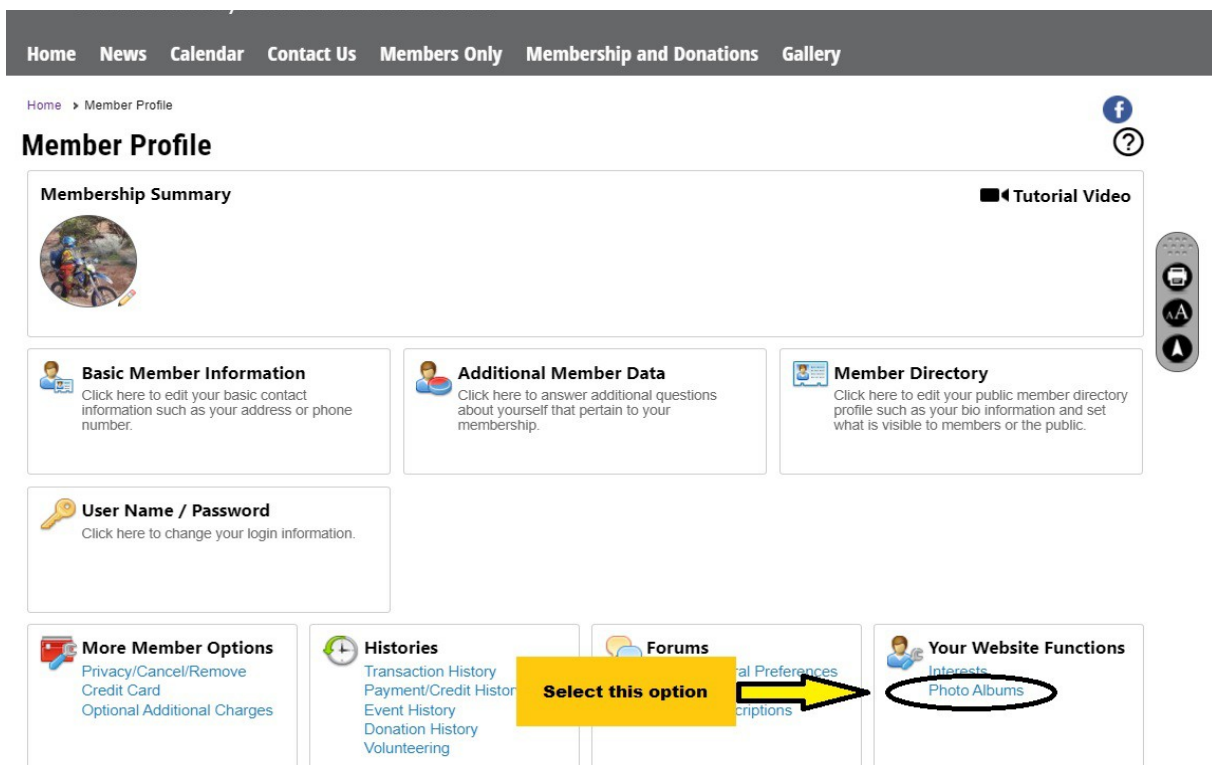
The following process may be used to add photo albums and photos to the CMTRA.ORG webpage. Please keep your photos in good taste.

You may choose to have your albums available to anyone who accesses the webpage or keep the album and its photos for MEMBERS ONLY. That is an option when you set up your album.

The first step is to LOG IN, then select your PROFILE page:



Then, select the Photo Albums option under Your Website Functions:



Next, select the Add Photo Album option:

Control Panel ★ Favorites Bret E Williamson

**CMTRA**  
Colorado Motorcycle Trail Riders Association


Advocating for Your Right to Ride on our Public Lands













Home News Calendar Contact Us Members Only Membership and Donations Gallery

Home > Member Profile > Photo Album Manager for Bret E Williamson

## Photo Album Manager for Bret E Williamson

This screen shows your individual photo albums. Click 'Add Photo Album' to create a new photo album. In the list of photo albums, click 'Configure' to modify the properties of that album. Click 'Edit Content' to add photos to a album or update the photos in an album. Click 'Description' to modify preamble text that will be placed at the top of your album.

**Add Photo Album**  **Choose this option**

Title	Type	Category	Status	Maintain
2007 Endurocross	Member	Member Photo Albums	Visible	     
2011 Endurocross	Member	Member Photo Albums	Visible	     

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Now, configure your album:

**Photo Album Configuration**

Edit the properties of your photo album.

Album Name: August 2020 Taylor Ride

Menu Text: August 2020 Taylor Ride

Availability: Any Web Site Visitor

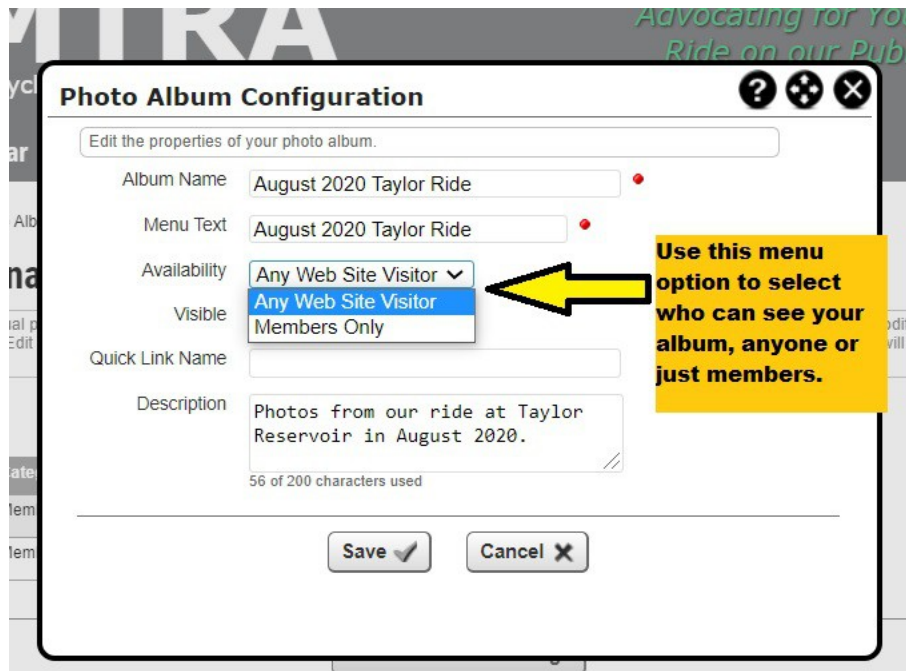
Visible: ☒

Quick Link Name:

Description: Photos from our ride at Taylor Reservoir in August 2020.  
56 of 200 characters used

[Save](#) [Cancel](#)

You can choose who can see your album and its photos by selecting the AVAILABILITY option:



**Photo Album Configuration**

Edit the properties of your photo album.

Album Name: August 2020 Taylor Ride

Menu Text: August 2020 Taylor Ride

Availability: Any Web Site Visitor (selected)  
Any Web Site Visitor  
Members Only

Visible: ☐

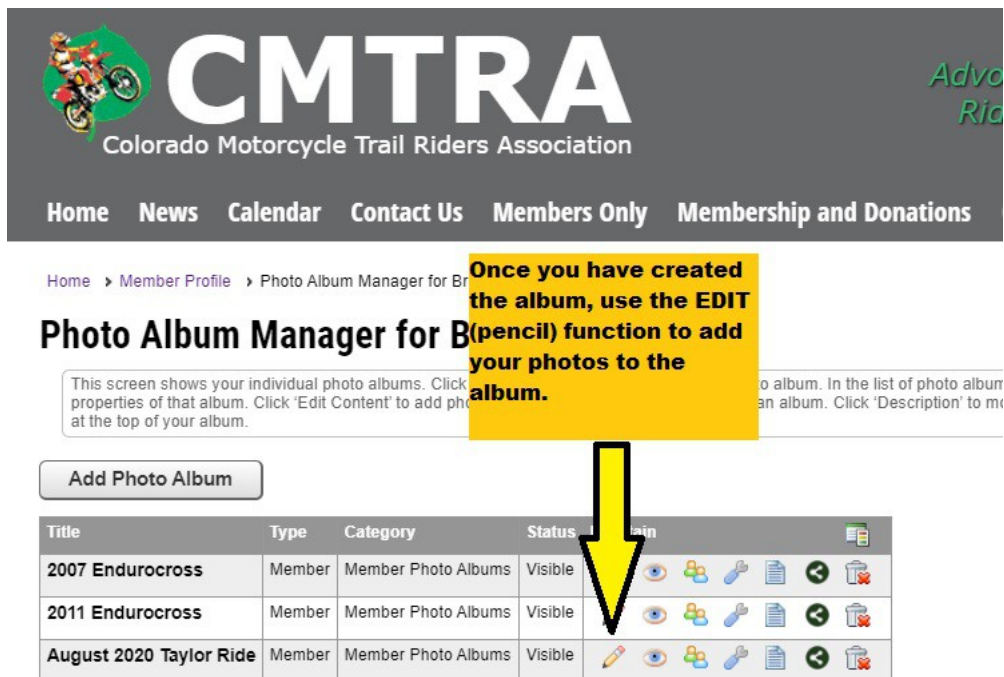
Quick Link Name:

Description: Photos from our ride at Taylor Reservoir in August 2020.  
56 of 200 characters used

Save ✓ Cancel ✕

**Use this menu option to select who can see your album, anyone or just members.**

Once the photo album is configured and saved, you can then add photos to the album:



**CMTRA**  
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Home News Calendar Contact Us Members Only Membership and Donations

Home > Member Profile > Photo Album Manager for Br

**Photo Album Manager for Br**

This screen shows your individual photo albums. Click 'Edit Content' to add photos to an album. In the list of photo albums, click 'Edit Content' to add photos to an album. Click 'Description' to modify the description of your album.

Add Photo Album

Title	Type	Category	Status	Actions
2007 Endurocross	Member	Member Photo Albums	Visible	
2011 Endurocross	Member	Member Photo Albums	Visible	
August 2020 Taylor Ride	Member	Member Photo Albums	Visible	

**Once you have created the album, use the EDIT (pencil) function to add your photos to the album.**

Either SELECT photos from those already uploaded to the webpage or upload your photos. If you choose to upload photos, you'll be given a new menu to select photos from your computer. Once the photos are uploaded, they will be available to view from your album.

Colorado Motorcycle Trail Riders Association

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[Home](#) > [Member Profile](#) > [Photo Album Manager](#) > Edit Photo Album

## Edit Photo Album: August 2020 Taylor Ride

Photo

Title

Maintain

No photos added to this album yet.

Select Photos

Add One Photo

Add Multiple Photos

Display Sequence

Configure Album

Long Description

Use the options to select the photos you want in the album. Add 1 or multiple photos allows you to upload photos. The SELECT Photos option allows you to choose from photos ALREADY uploaded to our webpage.

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